

Middlesex Recreation Commission
1200 Mountain Avenue, Middlesex, NJ 08846
Commission Meeting Minutes for July 14, 2014

Vice Chair Rich Rutkowski opened the meeting at 7:30 p.m.

Commission members present

Cassius Kennick
Bob May
Libbye Nevitt
Rich Rutkowski

Members Absent:

Glenn Dickey
Sherley Penrose

Also present:

Dina Fornataro-Healey, Recreation Director
Mike Girvan, Assist. Recreation Director
Steve Greco, Council Liaison

Libbye Nevitt made a motion to accept June 2014 minutes with a second by Bob May and approved by all members present.

Public Session:

No one present.

Directors Report

- Fall Family Festival will be held on October 11th.
- ArtTechSolutions will be running a theatre camp at Rec-center the week of August 11th. There are two children registered.
- Movie in the Park will be held on July 11th and August 8th. MYSA will be hosting a concession table.
- Pony Share will be holding pony camp in Mt. View Park the week of July 14th. There are six children registered thus far.
- Summer Playground will run from June 23rd – August 1st. It has received approval from the BOE to use MHS, Hazelwood and Watchung School this year. Forms were sent home through the schools. Welcome letters have been sent to each staff person. Hazelwood has 40 children registered. MHS has 32 children registered and Watchung has 31 children registered. The Bowcraft trip is July 16th and the buses are contracted through First Student Bus Service.
- Toddler programs have 45 children registered. Happy Camper Club, summer program, registration forms are available and is being offered the weeks of June 30th, July 7th, July 14th and July 21st.
- US Sports Institute will be holding sports camp in Mt. View Park the week of July 28th.

- Soccer forms have been e-blasted by the schools and forms will be sent to homes as well. Deadline to register is August 1st.
- Mt. View Park Baseball Lights has four lights out on the left field light pole. A new wire harness is needed.

Councilmatic report

Overtime costs for wrestling matches at the high school have not been resolved.

Trust Account and Account details report

Motion to accept made by Cassius Kennick and seconded by Libbye Nevitt. Roll call was taken with all Commissioners approving.

Commission Committee reports - No reports

Board of Education Report - No representative

Correspondence - None

Volunteer nomination – None

New Business

1. The Commission memorialized a resolution to accept resignation of Commissioner John Nicholson
2. Mt. View Park Baseball Lights has four lights out on the left field light pole. A new wire harness is needed which will cost \$1,100. Cassius Kennick made a motion to have the left field light pole at Mt. View Park Baseball fields fixed for the amount of \$1,100, seconded by Libbye Nevitt and a roll call was taken with all Commissioners in agreement.
3. Policy Committee met on June 9th at 6pm. There are preliminary changes, amendments and additions to policy and which were discussed. All of the following preliminary changes, amendments and additions to the policy were passed by the Commission with the exception of Appendix D at the end:
 - a. Policy 2, Article 5 - Registration: the change was made regarding registration forms for activities can be mailed or dropped off to the Rec Dept. during business hours. (eliminated drop off box)
 - b. Policy 3, Article 2 - Coaching Guidelines: each volunteer must be a Middlesex resident or parent or family member of a child who meets the participation guidelines.
 - c. Policy 3, Article 17 - Coaching Guidelines: to allow for coaches to also respond via e-mail in acknowledging that they have read the Recreation Commission Guide. This will eliminate the need for Appendix D.
 - d. Policy 3, Article 18 - Coaching Guidelines: background checks are to be done every 36 months or as requested by the Recreation Commission.
 - e. Policy 4, Article 2 - Participant Guidelines: payments are to be submitted if required.

- f. Policy 5, Article 10, Spectator Guidelines: minors who are unsupervised and non-participating will not be allowed at any Recreation function in a school building.
- g. Policy 8, Article 4, Personnel Guidelines: job postings for full/part time positions will be posted per current Borough procedures. (eliminates having to adjust policy when Borough changes requirements)
- h. Policy 9, Article 4, Personnel Guidelines - neither employees nor any seated Recreation Commissioner is permitted to receive any additional remuneration or stipend from the recreation trust or recreation budget.
- i. Policy 10-A, Article 1, Field and Park Usage: permits are to be submitted at least 15 business days in advance. (replacing 45 days)
- j. Policy 10, Appendix A, regarding age and guidelines
- k. Appendix D -- eliminate

Old Business

1. DPW is working on a proposal regarding additional park fees when overtime is required. Council member Greco working on this item and proposed to Council member Schuller, Bob Teusch and Mike Girvan. Reviewing the regulations and fees for the use of Mt. View Park, permits are always required for use of the picnic areas for groups of 10 or more people and must be made at least 15 business days in advance. Fee schedule for usage of picnic areas vary due to the amount of the group, park maintenance, residents and non residents. At May's meeting, Rich Rutkowski made a motion to accept the permit requirements and fee schedule, seconded by John Nicholson and a roll call was taken with all Commissioners in agreement. In addition, at May's meeting, a fee schedule was reviewed and will apply for the use of Mt. View Park for all non-sponsored Recreation Department or governing body non-sanctioned recreational activities. Cassius Kennick made a motion to accept the fee schedule for non-sponsored Recreation Department or non-sanctioned governing body recreational activities, seconded by Glenn Dickey and a roll call was taken with all Commissioners in agreement. Regulations and fees for the use of the park were sent to Green Acres and approved. These changes will now be sent to the Borough Council. .
2. Borough Attorney verbally recommended requiring fingerprinting every three years and all new volunteers to be fingerprinted and a background check conducted prior to being assignment as a volunteer. Waiting for this recommendation to be received in writing before adjusting our policy. Still waiting for Attorney's recommendation about extending the privilege of accepting or extending finger printing from or to other entities. Questioned was that when a report is requested, does an OPRA request form have to be completed to receive a copy of their approval/denial letter. Commission discussed not receiving fingerprint results from anywhere else but will allow results within 6 months of issuance by NJ State Police and if the individual is still employed by organization. Bob May made a motion to accept fingerprinting/background results of volunteers done by other entities within 6 months of issuance by NJ State Police and that the applicant is still employed by same entity which originally requested the fingerprinting/background check. This

was seconded by Cassius Kennick and a roll call was taken with all Commissioners in agreement.

The Commission discussed allowing fingerprint results taken for other entities within six months of issuance by NJ State Police only if the individual is still employed by the same organization/company. Bob May made a motion to accept fingerprinting/background results of volunteers done by other entities within six months of issuance by NJ State Police and that the applicant is still employed by the same entity which originally requested the fingerprinting/background check. This motion was seconded by Cassius Kennick and a roll call was taken with all Commissioners in agreement.

Seeing no other old or new business, Commissioner Rutkowski read a statement advising residents that the approved minutes will be available on the Boro Website within three working days of the meeting and the agenda for the next meeting will be posted on the Recreation Bulletin Board no later than 48 hours prior to the monthly meeting.

At 8:20 p.m., Commissioner Cassius Kennick made a motion to adjourn seconded by Commissioner Libbye Nevitt.

Next Recreation Commission meeting will be August 11, 2014, 7:30 pm at the Recreation Center.

Minutes submitted by
Linda Chicarelli, Rec-Commission Secretary